



## ADMINISTRATIVE, TECHNICAL AND MANAGEMENT SUPPORT: FOOD FOR PEACE

AMEX has been providing administrative, technical, and program support to the Office of Food for Peace (FFP), which is part USAID's Bureau for Democracy, Conflict and Humanitarian Assistance. The FFP project includes planning, managing, and evaluating development and emergency food aid programs of Title II of the Public Law 480, as well as providing institutional support assistance agreements with cooperating sponsors.

AMEX's program operations analysts assist FFP with operational, commodity procurement, and transportation activities, in addition to comparing and updating budgetary data and commodity freight costs. They also help in processing invoices and vouchers. Results and information reporting specialists assist in analyzing Title II activities and in analyzing disaster prevention and post-crisis mitigation efforts of cooperating

sponsors that have received Title II commodities. Among some of the team's other responsibilities are providing assistance in drafting results reports for

FFP strategic objectives and providing input for the congressional budget justification and the U.S. International Food Aid Assistance Report. AMEX also assisted FFP in the organization and management of a conference that brought together more than 500 persons involved in food aid assistance.

AMEX has placed its 17-person team in the Ronald Reagan Building, close to FFP, to facilitate communication. The team also uses these facilities for meetings with cooperating sponsors and to train new FFP staff. The firm has consistently recruited experienced

and able team members and has prepared them to hit the ground running, completing transitions from the predecessor contracts without delay.



Benjamin Granby

### DEVELOPMENT ASSISTANCE

The AMEX team supports FFP in a wide range of activities, which include:

- Drafting and finalizing, annual program guidelines and distributing them to cooperating sponsors;
- Receiving, duplicating, and distributing cooperating sponsors' program proposals;
- Extracting key and routine data from the proposals for input into the Food for Peace Information System;
- Verifying the accuracy of the proposals;
- Maintaining a calendar of actions and response dates;
- Drafting correspondence;
- Organizing program planning review meetings;
- Notifying cooperating sponsors of review results; and
- Assisting in finalizing proposals.